

**Santa Ana College**  
**Business Applications & Technology (BA) Department**

[www.sac.edu/BA](http://www.sac.edu/BA)

## Office Management Program

The Office Management program is designed to prepare a student for employment in a business office as an administrative professional, office administrator, or administrative assistant. Course content includes computer training, administrative office management, office procedures, job search, professional image, business writing, and corporate skills based on current business industry standards.

*Employment Opportunities: office administration, administrative assistant, executive assistant, administrative services, department supervisor, support specialist, virtual assistant, office manager, administrative coordinator, administrative analyst, and senior administration.*

## Office Management Certificate

Required Courses	Units
BA 017 Business Writing Skills <b>OR</b> BUS 222 Business Writing.....	3
BA 018 Office Procedures <b>OR</b> BA 120 Administrative Office Management.....	3
BA 179 Introduction to Microsoft Office.....	4
BUS 080 Business Mathematics.....	3
Select 3 units from the following electives: .....	3

Elective Courses	Units
ACCT035 QuickBooks .....	2
BA 035 Computer Fundamentals.....	1.5
BA 043 Microsoft Office Certification Preparation .....	.5
BA 066 Microsoft Outlook.....	1.5
BA 115A Computer Keyboarding Speed and Accuracy Dev. ....	1
BA 147 Introduction to Windows.....	1.5
BA160 Microsoft Publisher.....	3
BA 163 Adobe Acrobat.....	3
BA 177 Microsoft OneNote.....	1.5
BA 180 Advanced Microsoft Office.....	3
BA 183 Microsoft Word .....	3
BA 189 Excel Application Projects .....	1.5
BA 191 Microsoft PowerPoint Projects .....	1.5

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**Total units required:..... 16**

## Office Management Degree

Required Courses	Units
BA 017 Business Writing Skills .....	3
BA 018 Office Procedures <b>OR</b> BA 120 Administrative Office Management.....	3
BA 147 Introduction to Windows.....	1.5
BA 179 Introduction to Microsoft Office.....	4
BUS 080 Business Mathematics.....	3
BUS 120 Principles of Management.....	3
Select 6 units from the following courses:.....	6

Courses	Units
BA 066 Microsoft Outlook.....	1.5
BA 189 Excel Application Projects.....	1.5
BUS 101 Business Law <b>OR</b> BUS 105 Legal Environment of Business .....	3
BUS125 Introduction to International Business.....	3

Select 3 units from the following elective courses:..... 3

Elective Courses	Units
ACCT 035 QuickBooks .....	2
BA 043 Microsoft Office Certification Preparation.....	.5
BA 049 Introduction to Microsoft Access.....	1.5
BA 115A Computer Keyboarding Speed and Accuracy Dev.....	1
BA 148 Advanced Windows .....	1.5
BA160 Microsoft Publisher.....	3
BA 163 Adobe Acrobat .....	3
BA 177 Microsoft OneNote .....	1.5
BA 180 Advanced Microsoft Office .....	3
BA 184 Advanced Microsoft Word for the Workplace.....	3
BA 189 Excel Application Projects.....	1.5
BA 191 Microsoft PowerPoint Projects.....	1.5

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**Total units required:.....26.5**

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Visit SAC BA Web Site: [www.sac.edu/BA](http://www.sac.edu/BA)



- Microsoft Office MOS certification preparation and testing
- Information about other SAC BA classes and certificate/degree programs:  
**Digital Publishing, General Business Applications & Technology, Microsoft Office Professional, Spanish/English Interpretation & Translation**